

AD-A088 382

MARINE CORPS WASHINGTON DC
DATA SYSTEMS TASK ANALYSIS. (U)
AUG 79

F/6 5/9

UNCLASSIFIED.

NL

1 OF 1
AD-A088 382



END
DATE
FILMED
9-80
DTIC

V

AD A088382

LEVEL II

10

**DATA SYSTEMS
TASK ANALYSIS**



**DTIC
ELECTE
AUG 28 1980**
S D E

Date Aug. 79

DISTRIBUTION STATEMENT A

Approved for public release;
Distribution Unlimited

HEADQUARTERS, U.S. MARINE CORPS

OFFICE OF MANPOWER UTILIZATION

QUANTICO, VIRGINIA, 22134

FILE COPY

DSYS 1879

UNITED STATES MARINE CORPS

TASK ANALYSIS PROGRAM

QUESTIONNAIRE BOOKLET

INTRODUCTION

YOU HAVE BEEN SELECTED TO PARTICIPATE IN A STUDY ON THE BASIS OF YOUR CURRENT JOB ASSIGNMENT. THE INFORMATION YOU FURNISH WILL BE OF GREAT VALUE TO THE MARINE CORPS IN FUTURE DECISIONS ON: (1) OCCUPATIONAL FIELD STRUCTURE, (2) TRAINING, (3) CLASSIFICATION, AND (4) ASSIGNMENT POLICY.

THIS QUESTIONNAIRE WAS CONSTRUCTED FROM ON-THE-JOB OBSERVATIONS AND INTERVIEWS WITH MARINES PERFORMING DUTIES AND TASKS SIMILAR TO THOSE YOU PERFORM. IT IS DESIGNED TO DETERMINE WHAT YOU DO IN YOUR PRESENT JOB.

THIS IS NOT A TEST. NEITHER YOU, YOUR COMMANDER, NOR YOUR UNIT WILL BE EVALUATED, IN ANY WAY, ON THE INFORMATION YOU PROVIDE. YOUR INDIVIDUAL RESPONSES WILL BE HELD IN THE STRICTEST CONFIDENCE.

THE RESULTS OF THE INFORMATION YOU PROVIDE IN THIS QUESTIONNAIRE WILL BE OF BENEFIT TO YOU AND OTHER MARINES IN YOUR OCCUPATIONAL FIELD. THEREFORE, PLEASE BE AS STRAIGHTFORWARD, ACCURATE AND FRANK AS POSSIBLE. ALL RESPONSES SHOULD BE BASED ON YOUR PRESENT JOB ASSIGNMENT.

THERE ARE FIVE PARTS TO THE QUESTIONNAIRE:

- PART I BACKGROUND INFORMATION SECTION
- PART II TASK SECTION
- PART III JOB SATISFACTION/DISSATISFACTION SECTION
- PART IV WRITE-IN SECTION
- PART V REMARKS SECTION

1

Accession For	
NTIS GRA&I	
DDC TAB	
Unannounced	
Justification <i>Ref</i>	
<i>Letter on File</i>	
By	
Distribution/	
Availability Codes	
Dist.	Avail and/or special
<i>A</i>	

GENERAL INSTRUCTIONS

1. READ ALL INSTRUCTIONS CAREFULLY.
2. USE ONLY THE PENCIL PRESENTED TO YOU BY THE QUESTIONNAIRE ADMINISTRATOR TO MARK YOUR RESPONSE. DO NOT USE A PEN OR COLORED PENCIL.
3. DO NOT MARK OR WRITE OUTSIDE OF THE RESPONSE BOXES AND CIRCLES IN THE FIRST 3 SECTIONS OF THE RESPONSE BOOKLET.
4. IF IT IS NECESSARY TO CHANGE A RESPONSE BE SURE TO ERASE IT COMPLETELY.
5. YOU WILL BE GIVEN AS MUCH TIME AS YOU NEED TO COMPLETE THIS TASK SURVEY QUESTIONNAIRE.
6. DO NOT FOLD OR CREASE THE RESPONSE BOOKLET.
7. ASK YOUR SURVEY ADMINISTRATOR IF YOU HAVE ANY QUESTIONS REGARDING THE TASK BOOKLET OR THE CODED RESPONSE BOOKLET.

NOW TURN TO PAGE 3 OF THIS QUESTIONNAIRE BOOKLET FOR INSTRUCTIONS ON HOW TO COMPLETE PART I.

PART I - BACKGROUND INFORMATION SECTION

INSTRUCTIONS FOR COMPLETING PART I OF THE RESPONSE BOOKLET:

QUESTIONS IN THIS SECTION REQUIRE YOU TO BLACKEN THE NUMBER OR FILL IN A CIRCLE FOR YOUR DESIRED RESPONSE.

E X A M P L E S

2	SEX
MALE	<input checked="" type="radio"/>
FEMALE	2

18. DO YOU HAVE A MILITARY DRIVERS LICENSE.
YES
NO <input checked="" type="radio"/>

EXAMPLE MOS (3215)			
6.	PRIMARY MOS		
0	0	0	0
1	1	<input checked="" type="radio"/>	1
2	<input checked="" type="radio"/>	2	2
<input checked="" type="radio"/>	3	3	3
4	4	4	4
5	5	5	<input checked="" type="radio"/>
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

NOW, TURN TO PAGE 1 (PART I - BACKGROUND INFORMATION SECTION) IN THE RESPONSE BOOKLET AND BEGIN FILLING IN RESPONSES TO QUESTIONS 1 TO 13. BE SURE TO RESPOND TO EACH ITEM.

NOTE: THE FOLLOWING CORRESPONDS WITH BLOCK #14 IN THE
ANSWER BOOKLET

14. MY PRESENT BILLET TITLE IS BEST DESCRIBED AS: (SELECT
ONLY ONE)

- 001. ADPE REPORTS MONITOR
- 002. ADP PLANS ANALYST
- 003. ANALYST
- 004. APPLICATION PROGRAMMER
- 005. ASSISTANT DIVISION OFFICER
- 006. ASSISTANT SHIFT/WATCH SUPERVISOR
- 007. CHIEF PROGRAMMER
- 008. CLASSIFIED OPERATIONS PETTY OFFICER
- 009. COMPUTER OPERATIONS TECHNICIAN
- 010. COMPUTER OPERATOR
- 011. COMPUTER SUPPORT TECHNICIAN
- 012. COMPUTER SYSTEMS EVALUATOR
- 013. COMPUTER SYSTEMS MANAGER
- 014. COMPUTER SYSTEMS MONITOR
- 015. COMPUTER TERMINAL OPERATOR
- 016. CONFIGURATION MANAGER
- 017. CONSOLE OPERATOR
- 018. CONSOLE/PERIPHERAL EQUIPMENT OPERATOR
- 019. CONSOLE SUPERVISOR
- 020. CUSTOMER SERVICE SECTION CHIEF
- 021. DATA BASE ADMINISTRATOR/MANAGER
- 022. DATA BASE ANALYST
- 023. DATA COMMUNICATIONS TECHNICIAN
- 024. DATA CONTROL CHIEF
- 025. DATA CONTROL COORDINATOR
- 026. DATA ENTRY OPERATOR
- 027. DATA PROCESSING NCO
- 028. DATA PROCESSING TECHNICIAN
- 029. DATA SYSTEMS LIBRARIAN
- 030. DATA SYSTEMS OPERATIONS CHIEF
- 031. DATA SYSTEMS PROCESSING CHIEF
- 032. DIVISION CPO/LPO OR FIRST SERGEANT
- 033. DIVISION OFFICER
- 034. DIVISION YEOMAN
- 035. ELECTRONIC ACCOUNTING MACHINE (EAM)/PUNCH CARD ACCOUNTING
MACHINE (PCAM) OPERATOR
- 036. EAM/PCAM SUPERVISOR
- 037. EAM/PCAM WIRING TECHNICIAN
- 038. EQUIPMENT MANAGEMENT TECHNICIAN
- 039. EVALUATION AND ASSISTANCE TEAM MEMBER
- 040. INPUT/OUTPUT (I/O) CONTROLLER
- 041. INSTALLATIONS CHIEF
- 042. INSTRUCTOR

043. I/O SUPERVISOR
 044. KEYPUNCH OPERATOR
 045. KEYPUNCH SUPERVISOR
 046. LEAD OPERATOR
 047. LEAD PROGRAMMER
 048. MACHINE OPERATOR
 049. MACHINE SUPERVISOR
 050. MAINTENANCE PROGRAMMER
 051. MANAGEMENT SPECIALIST/TECHNICIAN
 052. MICROFILM OPERATOR/LAB TECHNICIAN
 053. MINI/MICRO COMPUTER PROGRAMMER
 054. MINI/MICRO COMPUTER TECHNICIAN
 055. NCOIC DATA AUTOMATIC
 056. NCOIC DATA MANAGEMENT
 057. NCOIC SYSTEMS DESIGN
 058. NCOIC SYSTEMS/PROGRAMMING
 059. OFF-LINE EQUIPMENT OPERATOR
 060. OPERATIONS SHIFT/WATCH SUPERVISOR
 061. OPERATIONS SUPERVISOR/NCOIC/CHIEF
 062. OPERATOR/PROGRAMMER
 063. OPERATOR/PROGRAMMER, UNIVAC 1500
 064. OPTICAL SCANNER OPERATOR
 065. PRODUCTION CONTROL PETTY OFFICER/CLERK
 066. PRODUCTION CONTROL SUPERVISOR
 067. PRODUCTION/QUALITY CONTROL PETTY OFFICER/CLERK
 068. PRODUCTION/QUALITY CONTROL SUPERVISOR/NCOIC
 069. PROGRAMMER
 070. PROGRAMMER ANALYST
 071. PROGRAMMING/ANALYSIS SUPERVISOR
 072. QUALITY CONTROL PETTY OFFICER/CLERK
 073. QUALITY CONTROL SUPERVISOR/NCOIC
 074. RJE MANAGER
 075. RJE OPERATOR
 076. SCHEDULING CLERK
 077. SDA OPERATOR
 078. SDA PROGRAMMER
 079. STANDARDS CHIEF/TECHNICIAN
 080. SUPPLY PETTY OFFICER
 081. SYSTEMS ANALYST
 082. SYSTEMS ANALYST/TROUBLESHOOTER
 083. SYSTEMS PROGRAMMER
 084. SYSTEMS SUPERVISOR
 085. TACTICAL SUPPORT CENTER OPERATOR
 086. TAPE/DISK LIBRARIAN
 087. TRAINING PETTY OFFICER/NCO
 088. UNIT NCOIC
 089. WORK CENTER SUPERVISOR
 090. WORKLOAD CONTROL MONITOR
 091. WORLD WIDE MILITARY COMMAND CONTROL SYSTEM (WWMCCS) ANALYST

092. #WMCCS OPERATOR
093. #WMCCS PROGRAMMER

NOTE: THE FOLLOWING CORRESPONDS WITH BLOCK #15 IN THE
ANSWER BLOCKLET

15. INDICATE ANY LANGUAGES YOU USE IN YOUR PRESENT JOB
FOR CODING PROGRAMS. (SELECT ONE OR MORE)

01. I DO NOT CODE PROGRAMS
02. ACL
03. ALC
04. ALGOL
05. APL
06. APT
07. ASM
08. ASSEMBLER
09. AUTOCODER
10. BAL
11. BASIC
12. CCTC/WAD
13. CMS-2
14. COBOL
15. COGO
16. CS-1
17. DUEL
18. EASYCODER
19. FORTRAN
20. GMAP
21. GPSS
22. JOVIAL
23. LISP
24. MACRO II
25. MARK IV
26. NELIAC
27. PASCAL
28. PL1
29. REALCCM
30. RPG
31. SHALA
32. SIMSCRIPT
33. SIMULA
34. SIRCUS
35. SLIP
36. SNOBOL
37. OTHER (PLEASE SPECIFY IN THE LOWER SECTION OF PAGE 16)

16. LEAVE BLOCK #16 BLANK.

NOTE: THE FOLLOWING CORRESPONDS WITH BLOCK #17 IN THE ANSWER BOOKLET.

17. WHAT IS THE GRADE REQUIREMENT FOR YOUR PRESENT BILLET?

- | | |
|-------------|------------|
| 01. PFC/PVT | 05. SSGT |
| 02. LCPL | 06. GYSGT |
| 03. CPL | 07. MSGT |
| 04. SGT | 08. MGYSGT |

NOTE: THE FOLLOWING CORRESPONDS WITH BLOCK #18 IN THE ANSWER BOOKLET.

18. ARE YOU A FIRST TERM MARINE?

YES NO

NOTE: THE FOLLOWING CORRESPONDS WITH BLOCK #19 IN THE ANSWER BOOKLET.

19. DO YOU CODE STRUCTURED PROGRAMS?

YES NO

NOTE: DISREGARD BLOCKS 20 THROUGH 24.

NOTE: THE FOLLOWING CORRESPONDS WITH BLOCK #25 IN THE ANSWER BOOKLET.

25. WHAT IS THE CLASSIFICATION OF THE FACILITY OR SITE THAT YOU ARE PRESENTLY WORKING IN?

01. CDPA (CENTRAL DESIGN PROGRAMMING ACTIVITY)
02. RASC (REGIONAL AUTOMATED SERVICE CENTER)
03. FASC (FORCE AUTOMATED SERVICE CENTER)
04. ASC (AUTOMATED SERVICE CENTER)
05. ISMO/SDA (INFORMATION SYSTEM MANAGEMENT OFFICE/
SOURCE DATA AUTOMATION OFFICE)
06. RJE (REMOTE JOB ENTRY SITE)

NOTE: THE FOLLOWING CORRESPONDS WITH BLOCK #26 IN THE ANSWER BOOKLET

26. WHAT IS THE TOTAL TIME IN YEARS YOU HAVE WORKING IN YOUR PRIMARY MOS?

NOTE: THE FOLLOWING CORRESPONDS WITH BLOCK #27 IN THE
ANSWER BOOKLET

27. INDICATE ANY ADP EQUIPMENT YOU USE, OPERATE, OR PROGRAM ON
YOUR PRESENT JOB.

01. I DO NOT USE, OPERATE, OR PROGRAM ANY ADP EQUIPMENT IN THIS SECTION.

02. ADAGE 200

03. ADVANCED SCIENTIFIC INSTRUMENTS 6020

04. AN/FSQ 7

05. AN/USQ 20

06. AN/JYK 5

07. AN/JYK 7

08. AN/JYK 15

09. AN/JYK 20

10. ASTRONAUTICS CORPORATION OF AMERICAN SRTMINI

11. BUNKER RAMO 14

12. BUNKER RAMO 100

13. BUNKER RAMO 200

14. BUNKER RAMO 1563

15. BURROUGHS 263

16. BURROUGHS B1800

17. BURROUGHS B3500

18. BURROUGHS B4700

19. BURROUGHS B5500

20. BURROUGHS B6700

21. BURROUGHS L600

22. BURROUGHS L3300

23. BURROUGHS L4000

24. BURROUGHS L8200

25. BURROUGHS L8500

26. BURROUGHS L9000

27. CALCOM 925

28. CDC CYBRA 70

29. CDC 1700

30. CDC 3100

31. CDC 3200

32. CDC 3300 SERIES

33. CDC 3500

34. CDC 3800

35. CDC 6400 SERIES

36. CDC 6500 SERIES

37. CDC 6600 SERIES

38. CDC 7600 SERIES

39. CDC 8090 SERIES

40. CDC 8490 SERIES

NOTE: THE FOLLOWING CORRESPONDS WITH BLOCK #28 IN THE
ANSWER BOOKLET

28. INDICATE ANY ADP EQUIPMENT YOU USE, OPERATE, OR PROGRAM ON
YOUR PRESENT JOB.

01. I DO NOT USE, OPERATE, OR PROGRAM ANY ADP EQUIPMENT IN THIS SECTION.

02. COMPUTER MACHINERY CCRP 7

03. DATA GENERAL C330

04. DATA GENERAL NOVA 800

05. DATA GENERAL NOVA 1200

06. DATA GENERAL NOVA 1220

07. DATAGRA-MINI 73

08. DATAGRA-MINI 76

09. DATAGRA-MINI 4500

10. DEC/PDP 8 SERIES

11. DEC/PDP 9 SERIES

12. DEC/PDP 10 SERIES

13. DEC/PDP 11 SERIES

14. DEC/PDP 12 SERIES

15. DEC/PDP 15 SERIES

16. DEC/PDP 16 SERIES

17. ENTREX 380

18. FARRINGTON ELECTRONICS 3050

19. GENERAL AUTOMATION 1830

20. HARRIS 1620

21. HEWLETT-PACKARD HP 2100 SERIES

22. HEWLETT-PACKARD HP 2112

23. HEWLETT-PACKARD HP 2116

24. HEWLETT-PACKARD HP 3000 SERIES

25. HEWLETT-PACKARD HP 9000 SERIES

26. HEWLETT-PACKARD HP 9425

27. HEWLETT-PACKARD HP 9825

28. HEWLETT-PACKARD HP 9830 SERIES

29. HONEYBEE

30. HONEYWELL DDP 516

31. HONEYWELL/GE 115

32. HONEYWELL/GE 225 SERIES

33. HONEYWELL/GE 437 SERIES

34. HONEYWELL/GE 600 SERIES

35. HONEYWELL H316

36. HONEYWELL H6050

37. HONEYWELL H6060

38. HONEYWELL 200

39. HONEYWELL 400

40. HONEYWELL 700 SERIES

NOTE: THE FOLLOWING CORRESPONDS WITH BLOCK #29 IN THE
ANSWER BOOKLET

29. INDICATE ANY ADP EQUIPMENT YOU USE, OPERATE, OR PROGRAM ON
YOUR PRESENT JOB.
- 01. I DO NOT USE, OPERATE, OR PROGRAM ANY ADP EQUIPMENT IN THIS SECTION.
 - 02. HONEYWELL 800
 - 03. HONEYWELL 6000 SERIES
 - 04. HONEYWELL 7705
 - 05. IBM SYSTEM 1 SERIES
 - 06. IBM SYSTEM 3 SERIES
 - 07. IBM SYSTEM 7 SERIES
 - 08. IBM SYSTEM 32 SERIES
 - 09. IBM 360 SERIES
 - 10. IBM 370 SERIES
 - 11. IBM 1130 SERIES
 - 12. IBM 1400 SERIES
 - 13. IBM 1620
 - 14. IBM 1800 SERIES
 - 15. IBM 3032
 - 16. IBM 3500
 - 17. IBM 3740 SERIES
 - 18. IBM 5100 SERIES
 - 19. IBM 7044
 - 20. IBM 7090
 - 21. IBM 7094 SERIES
 - 22. INFOREX 5000 SERIES
 - 23. INTERDATA 70
 - 24. INTERDATA 716 SERIES
 - 25. INTERDATA 732 SERIES
 - 26. INTERDATA 832 SERIES
 - 27. MOHAWK 2400 SERIES
 - 28. NCR 499
 - 29. NCR 500 SERIES
 - 30. NCS SENTRY 70
 - 31. PHILCO 1300
 - 32. PHILCO 2000
 - 33. RCA SPECTRA 70 SERIES
 - 34. RCA 70 SERIES
 - 35. RCA 301
 - 36. RCA 501
 - 37. RCA 3301 SERIES
 - 38. ROLM CORPS 1601
 - 39. SCAN DATA 2250/2
 - 40. SCIENTIFIC DATA SYSTEMS 910

NOTE: DISREGARD BLOCKS 30 THROUGH 35. PLEASE CONTINUE
WITH THE EQUIPMENT LISTS IN BLOCKS 36, 37, AND 38.

NOTE: THE FOLLOWING CORRESPONDS WITH BLOCK #36 IN THE
ANSWER BOOKLET

36. INDICATE ANY ADP EQUIPMENT YOU USE, OPERATE, OR PROGRAM ON
YOUR PRESENT JOB.

01. I DO NOT USE, OPERATE, OR PROGRAM ANY ADP EQUIPMENT IN THIS SECTION.
02. SPU 1625
03. SYCOR 340
04. SYSTEMS ENGINEERING LABS 810 SERIES
05. SYSTEMS ENGINEERING LABS 3255
06. TELEX 277B
07. TEXAS INSTRUMENTS 4000 SERIES
08. UNIVAC DCT 9000
09. UNIVAC I
10. UNIVAC II
11. UNIVAC 70 SERIES
12. UNIVAC 90/30
13. UNIVAC 418
14. UNIVAC 490
15. UNIVAC 494
16. UNIVAC 500
17. UNIVAC 642 SERIES
18. UNIVAC 1004 SERIES
19. UNIVAC 1005 SERIES
20. UNIVAC 1100 SERIES
21. UNIVAC 1218
22. UNIVAC 1219
23. UNIVAC 1230
24. UNIVAC 1418
25. UNIVAC 7045
26. UNIVAC 9000 SERIES
27. UNIVAC 9200 SERIES
28. UNIVAC 9300
29. VARIAN V70 SERIES
30. VARIAN 600 SERIES
31. VARIAN 620 SERIES
32. WANG 2200 SERIES
33. XEROX SIGMA 2
34. XEROX SIGMA 5 SERIES
35. XEROX SIGMA 7
36. XEROX SIGMA 9
37. ADDING/CALCULATING MACHINE
38. BURSTER
39. CATHODE RAY TUBE (CRT) TERMINAL
40. CHECK SIGNER

NOTE: THE FOLLOWING CORRESPONDS WITH BLOCK #37 IN THE
ANSWER BOOKLET

37. INDICATE ANY ADP EQUIPMENT YOU USE, OPERATE, OR PROGRAM ON
YOUR PRESENT JOB.

- 01. I DO NOT USE, OPERATE, OR PROGRAM ANY ADP EQUIPMENT IN THIS SECTION.
- 02. COMPUTER OUTPUT MICROFILM/MICROFICHE (CCM) SYSTEM
- 03. DATA TRANSMISSION TEST SET
- 04. DECISION DATA 8010 INTERPRETING DATA RECORDER
- 05. DECOLLATOR
- 06. DISK DRIVE UNIT
- 07. DUPLICATING MACHINE (SUCH AS XEROX, 3M, OR IBM)
- 08. FLEXOWRITER
- 09. IBM 26 PRINTING CARD PUNCH
- 10. IBM 29 CARD PUNCH
- 11. IBM 56 CARD VERIFIER
- 12. IBM 59 CARD VERIFIER
- 13. IBM 83 CARD SORTER
- 14. IBM 84 CARD SORTER
- 15. IBM 85 CARD INTERPRETER/COLLATOR
- 16. IBM 88 NUMERICAL COLLATOR
- 17. IBM 129 KEYPUNCH
- 18. IBM 188 ALPHA NUMERIC COLLATOR
- 19. IBM 402 ACCOUNTING MACHINE
- 20. IBM 407 ACCOUNTING MACHINE
- 21. IBM 408 ACCOUNTING MACHINE
- 22. IBM 409 ACCOUNTING MACHINE
- 23. IBM 514 REPRODUCING PUNCH
- 24. IBM 519 REPRODUCING PUNCH
- 25. IBM 557 ALPHABETIC INTERPRETER
- 26. IBM 2540 CARD READER/PUNCH
- 27. KEY ENTRY MACHINE (SUCH AS KEY TO TAPE OR KEY TO DISK)
- 28. LINE PRINTER
- 29. MAGNETIC TAPE CERTIFIER
- 30. MAGNETIC TAPE CLEANER
- 31. MAGNETIC TAPE DEGAUSSER
- 32. MAGNETIC TAPE UNIT
- 33. MANUAL PLOT ENTRY SYSTEM
- 34. MICROFILM/MICROFICHE READER
- 35. MICROFILM/MICROFICHE READER/PRINTER
- 36. MODULATOR-DEMODULATOR (MODEM)
- 37. OFF-LINE PRINTER
- 38. ON-LINE CARD PUNCH
- 39. ON-LINE CARD READER/PUNCH
- 40. ON-LINE CONTROLLER (TAPE, DISK, OR CARD)

NOTE: THE FOLLOWING CORRESPONDS WITH BLOCK #38 IN THE
ANSWER BOOKLET

38. INDICATE ANY ADP EQUIPMENT YOU USE, OPERATE, OR PROGRAM ON
YOUR PRESENT JOB.
- 01. I DO NOT USE, OPERATE, OR PROGRAM ANY ADP EQUIPMENT IN THIS SECTION.
 - 02. OPTICAL CHARACTER READER (OCR)
 - 03. OPTICAL MARK READER (CMR)
 - 04. PAPER SHREDDER
 - 05. PAPER TAPE READER/PUNCH
 - 06. PERIPHERAL SWITCH
 - 07. SYSTEM CONSOLE
 - 08. TELETYPE MACHINE/TERMINAL
 - 09. UNIVAC 1549 CARD READER/PUNCH/INTERPRETER
 - 10. UNIVAC 1710 VERIFIER/INTERPRETER/PUNCH
 - 11. UNIVAC 1720 CARD PUNCH
 - 12. X-Y PLOTTER (CALCOMP, VARIAN)

PART II - TASK SECTION

INSTRUCTIONS FOR COMPLETING PART II OF THE RESPONSE BOOKLET:

READ THROUGH THE ENTIRE TASK SECTION OF THIS QUESTIONNAIRE AND FILL IN THE CIRCLE UNDER THE TASK DONE COLUMN, IN THE RESPONSE BOOKLET, FOR EACH TASK STATEMENT WHICH YOU ACTUALLY PERFORM NOW IN YOUR BILLET. DO NOT FILL IN THE CIRCLES FOR TASKS THAT YOU DO NOT PERFORM. DO NOT BLACKEN THE NUMBERS TO THE RIGHT OF THE CIRCLES AT THIS TIME. SEPARATE INSTRUCTIONS WILL FOLLOW FOR THAT PART OF THE QUESTIONNAIRE AFTER YOU HAVE COMPLETED MARKING THE TASKS THAT YOU DO.

E X A M P L E

QUESTIONNAIRE BOOKLET		RESPONSE BOOKLET	
		TASK DONE	
0001	TASK	<input checked="" type="radio"/>	0 0 0 1 1 2 3 4 5 6 7
0012	TASK	<input type="radio"/>	0 0 1 2 1 2 3 4 5 6 7
0035	TASK	<input type="radio"/>	0 0 3 5 1 2 3 4 5 6 7

THE TASKS PERFORMED IN YOUR PRESENT BILLET MCS FOLLOW:

1. ADDRESS OR CALL SYSTEM VIA CCNSOLE ACTION TO RESPOND TO SYSTEM REQUESTS
2. ADDRESS OR CALL SYSTEM VIA CCNSOLE TO REQUEST INFORMATION
3. ADJUST READ OR SENSING DEVICES IN DATA PROCESSING EQUIPMENT
4. ALIGN COMPUTER OUTPUT MICROFORM (COM) CAMERAS
5. ANALYZE CCNSOLE PRINTOUTS TO IDENTIFY COMPUTER STOPPAGES
6. CHANGE HARDWARE SYSTEMS CONFIGURATIONS
7. CHANGE OR ALIGN PAPER IN PRINTERS
8. CHECK IN OR CHECK OUT MAGNETIC MEDIA FROM LIBRARY
9. COLLATE CARDS BY MACHINE
10. COMPARE TAPE IDENTIFICATIONS AND TAPE FILE-CONTROLS FOR AGREEMENT
11. CONVERT OR RECORD DATA FROM ONE MEDIA TO ANOTHER MEDIA SUCH AS CARD TO TAPE OR TAPE TO DISK
12. CORRECT STOPPAGES ON CARD PUNCH MACHINES
13. CORRECT STOPPAGES ON CARD READERS
14. CORRECT STOPPAGES ON CARD REPRODUCERS
15. CORRECT STOPPAGES ON CARD SORTERS
16. CORRECT STOPPAGES ON CARD VERIFIER MACHINES
17. CORRECT STOPPAGES ON COLLATORS
18. CORRECT STOPPAGES ON DISK CONTROLLERS
19. CORRECT STOPPAGES ON DISK DRIVES
20. CORRECT STOPPAGES ON INTERPRETERS
21. CORRECT STOPPAGES ON MAGNETIC TAPE CONTROLLERS
22. CORRECT STOPPAGES ON MAGNETIC TAPE DRIVES

23. CORRECT STOPPAGES ON OPTICAL MARK READERS (OMR) OR OPTICAL CHARACTER READERS (OCR)
24. CORRECT STOPPAGES ON PAPER TAPE READER-PUNCHES
25. CORRECT STOPPAGES ON PRINTERS
26. DETERMINE STATUS OF MICROFORM JOBS
27. DEVELOP MICROFILM
28. DUMP MAIN STORAGE CONTENTS MANUALLY
29. ENTER DATA OR PROGRAMS INTO COMPUTER VIA CONSOLE
30. ENTER DATA USING OCR OR CMR
31. ENTER DATA USING PAPER TAPE READERS
32. ESTABLISH OR UPDATE ORIGINAL MICROFORM FILES OR LIBRARIES
33. INITIATE BATCHED JOB PROCESSING
34. INITIATE REMOTE JOB ENTRY (RJE) SYSTEM MODE CHANGES
35. INPUT, UPDATE, OR RETRIEVE DATA USING REMOTE INQUIRY UNITS SUCH AS CATHODE RAY TUBES (CRT) OR TELETYPES
36. INSPECT OR CHANGE DISK PACK FILTERS
37. INSTALL MODULATOR-DEMODULATORS (MODEMS)
38. INTERPRET CARDS BY MACHINE
39. INTERPRET INDICATING LIGHTS ON PERIPHERAL EQUIPMENT
40. INTERPRET INDICATING OR REGISTER LIGHTS ON CENTRAL PROCESSING UNITS (CPU)
41. INTERROGATE MEMORY LOCATION VIA CONSOLE ACTION
42. ISOLATE CAUSES OF MACHINE STOPS OR MALFUNCTIONS
43. ISOLATE MALFUNCTIONS IN RJE UNITS
44. ISOLATE PROBLEMS ON PRODUCTION RUNS
45. KEY IN DATA TO TAPE OR DISK

46. LABEL MAGNETIC MEDIA EXTERNALLY
47. LABEL MAGNETIC MEDIA INTERNALLY
48. LOAD OR UNLOAD DISKETTES
49. LOAD OR UNLOAD DISKS
50. LOAD OR UNLOAD PUNCH CARDS IN OR FROM AUTOMATIC DATA PROCESSING (ADP) EQUIPMENT
51. LOAD OR UNLOAD UNEXPOSED FILM INTO MICROFORM PRODUCTION EQUIPMENT
52. LOAD PROGRAMS OR DATA FROM CARDS
53. LOAD PROGRAMS OR DATA FROM DISKS
54. LOAD PROGRAMS OR DATA FROM TAPES
55. MAKE ENTRIES IN ADP EQUIPMENT DAILY UTILIZATION LOGS
56. MAKE ENTRIES ON WORK OR RUN REQUESTS SUCH AS INITIALS, REMARKS, OR PANEL READINGS
57. MIX MICROFORM DEVELOPING CHEMICALS
58. MONITOR DATA FLOW (NETWORK REPORTING)
59. MONITOR DATA TRANSMISSION CONTROL UNITS
60. MONITOR INTERACTIVE PROCESSING
61. MOUNT OR DISMOUNT CARRIAGE CONTROL TAPES
62. MOUNT OR DISMOUNT MAGNETIC OR PAPER TAPES
63. NOTIFY CUSTOMER ENGINEERS (CE) OR TECHNICAL REPRESENTATIVES OF EQUIPMENT FAILURE
64. NOTIFY PROGRAMMERS OR ANALYSTS OF PROCESSING PROBLEMS
65. NOTIFY SUPERVISORS OR MANAGEMENT OF MACHINE FAILURE, DOWNTIME, OR PROCESSING PROBLEMS
66. PARTICIPATE IN ADP EQUIPMENT ACCEPTANCE TESTS
67. PARTICIPATE WITH PROGRAMMERS IN TESTING OR DEBUGGING PROGRAMS

68. PERFORM ADP SEVERE WEATHER, BCMB THREAT, OR NATURAL DISASTER OPERATING PROCEDURES
69. PERFORM EMERGENCY POWER OFF PROCEDURES
70. PERFORM OPERATOR MAINTENANCE ON ADP EQUIPMENT
71. PERFORM OPERATOR MAINTENANCE ON COM RECORDER OR DEVELOPING STATIONS
72. PERFORM OPERATOR MAINTENANCE ON PUNCH CARD EQUIPMENT
73. PERFORM OPERATOR MAINTENANCE ON TEMPERATURE OR HUMIDITY RECORDING DEVICES
74. PERFORM RESTART PROCEDURES ON COMPUTER SYSTEM
75. PERFORM SYSTEM INITIALIZATION PROCEDURES
76. POWER UP OR POWER DOWN CPU
77. POWER UP OR POWER DOWN MICROFORM EQUIPMENT
78. POWER UP OR POWER DOWN OCR OR CMR
79. POWER UP OR POWER DOWN PERIPHERAL EQUIPMENT
80. POWER UP OR POWER DOWN PUNCH CARD ACCOUNTING MACHINE (PCAM) OR ELECTRONIC ACCOUNTING MACHINE (EAM) EQUIPMENT
81. PREPARE CARRIAGE CONTROL TAPES
82. PROGRAM KEYPUNCH MACHINES
83. PUNCH CARDS
84. PUNCH PAPER TAPES
85. RECONSTRUCT MESSAGES USING PLCT ENTRY SYSTEM
86. REINK PRINTER RIBBONS
87. REMOVE OR REPLACE PRE-WIRED CONTROL PANELS ON PCAM OR EAM EQUIPMENT
88. REMOVE PRINTED DATA OUTPUT
89. REPLACE FUSES IN DATA PROCESSING EQUIPMENT

90. REPLACE PRINT RIBBONS IN DATA PROCESSING EQUIPMENT
91. REPLACE ROOM, AREA, OR EQUIPMENT AIR FILTERS IN ADP FACILITIES
92. REPRODUCE CARDS
93. RESPOND TO OR CORRECT ERRORS VIA CONSOLE OPERATION
94. REVIEW CONSOLE OUTPUT FOR JOB STATUS
95. SELECT OR CHANGE INTERNAL COMPONENTS OF MINICOMPUTERS
96. SET OR RESET COMPUTER TIME CLOCKS
97. SORT CARDS BY MACHINE
98. SUMMARIZE TRANSACTIONS USING PCAM OR EAM MACHINES
99. TEST MODEMS
100. TEST WIRING FOR PCAM OR EAM EQUIPMENT
101. VERIFY CARDS BY MACHINE
102. WIRE PANELS FOR PCAM OR EAM EQUIPMENT
103. ANALYZE OUTPUT PRODUCTS FOR COMPLIANCE WITH STANDARDS OR SPECIFICATIONS
104. ASSEMBLE, REARRANGE, OR EDIT INPUT OR OUTPUT DATA
105. BATCH RUN REQUESTS
106. BIND COMPUTER PRINTOUTS
107. BURST, DECOLLATE, OR ASSEMBLE PRINTED OUTPUT
108. COLLATE CARDS MANUALLY
109. COORDINATE WITH OFFICES OF PRIMARY RESPONSIBILITY (OPR) ON NEW OR REVISED REPORTING REQUIREMENTS
110. DETERMINE ALTERNATE METHODS FOR ACCOMPLISHING JOB REQUIREMENTS
111. DETERMINE CAUSE OF FAULTY OUTPUT PRODUCTS
112. DEVELOP PCAM OR EAM SCHEDULES

113. DISTRIBUTE OR DELIVER OUTPUT PRODUCTS
114. DISTRIBUTE RUN SCHEDULES
115. ESTABLISH OR UPDATE INPUT OR OUTPUT (I/O) LOGS
116. ESTABLISH OR UPDATE MASTER SCHEDULE OF ADP SYSTEMS OR CYCLES
117. ESTABLISH OR UPDATE PROGRAMMER, ANALYST, OR CUSTOMER CONTACT ROSTERS OR COMMUNICATIONS PLANS
118. ESTABLISH OR UPDATE RUN DOCUMENTATION FILES
119. ESTABLISH OR UPDATE SCHEDULES OF ADP JOBS OR DEADLINE DATES
120. ESTABLISH OR UPDATE TRANSMITTAL LOGS OF I/O MEDIA
121. IDENTIFY OR ORDER TAPES NEEDED FROM OFF-SITE STORAGE
122. INTERPRET OR VERIFY CARDS VISUALLY
123. LABEL PRINTED OUTPUT
124. LABEL PUNCHED CARD DECKS OR FILES
125. NOTIFY CUSTOMERS OF JOB COMPLETION
126. NOTIFY CUSTOMERS OF PRODUCTION PROBLEMS
127. OPTIMIZE JOB CONTROL LANGUAGE (JCL)
128. PICK UP FROM OR DELIVER DATA TO COMMUNICATIONS CENTER
129. PREPARE JOB OR RUN SHEETS
130. PREPARE UNCLASSIFIED INPUT OR OUTPUT MEDIA FOR MAIL, DELIVERY, OR DISTRIBUTION
131. REPORT COMPUTER INPUT DATA CONTENT ERRORS TO CUSTOMERS
132. RESOLVE PRODUCTION PROBLEMS WITH CUSTOMERS
133. RESPOND TO INQUIRIES FROM CUSTOMERS
134. REVIEW DEALLOCATIONS
135. REVIEW REQUESTS FOR DATA PROCESSING SERVICES

136. SORT CARDS MANUALLY
137. UPDATE SYSTEM LOADER CARD DECKS
138. CERTIFY MAGNETIC MEDIA
139. CLEAN OR INSPECT MAGNETIC MEDIA
140. DEGAUSS MAGNETIC MEDIA
141. ESTABLISH OR UPDATE MAGNETIC MEDIA ACCOUNTABILITY RECORDS
142. ESTABLISH OR UPDATE MAGNETIC MEDIA HISTORY FILES
143. FILE MAGNETIC MEDIA
144. INITIALIZE NEW MAGNETIC MEDIA
145. INVENTORY MAGNETIC MEDIA
146. ISSUE OR RECEIVE MAGNETIC MEDIA FROM LIBRARY
147. MAINTAIN OFF-SITE OR REMOTE STORAGE BACKUP FILES
148. MAKE ENTRIES IN DISK PACK OR TAPE CONTROL LOGS
149. PERFORM OPERATOR MAINTENANCE ON TAPE CLEANERS
150. PERFORM OPERATOR MAINTENANCE ON TAPE DEGAUSSERS
151. PLACE LOAD-POINT OR END-OF-TAPE MARKERS ON MAGNETIC TAPE
152. PLACE SCRATCH TAPES IN COMPUTER ROOM
153. PREPARE TAPE USAGE REPORTS
154. REVIEW ACCURACY OF TAPE OR DISK PACK LIBRARY LISTS WITH
SUBSYSTEM PROCESSING INSTRUCTIONS
155. REVIEW TAPES FOR FILE CLASSIFICATION
156. SPLICE MAGNETIC TAPES OR LEADERS
157. SPLICE PAPER TAPES
158. UPDATE SCRATCH TAPES OR DISK PACK INVENTORY LISTS
159. ALLOCATE IMMEDIATE ACCESS STORAGE

- 160. CHANGE DATA PROCESSING SYSTEM CONFIGURATION BY PATCHING
- 161. CODE COMPUTER PROGRAMS IN ASSEMBLY LANGUAGES
- 162. CODE COMPUTER PROGRAMS IN HIGHER LEVEL LANGUAGES
- 163. CODE COMPUTER PROGRAMS IN MACHINE LANGUAGES
- 164. CODE CONTROL RECORDS FOR PLACING SUBSYSTEM ON-LINE WITH INTERCOMMUNICATIONS (INTERCCPM)
- 165. CODE DATA SET UTILITY PROGRAMS
- 166. CODE FOR GRAPHIC DISPLAY PLOTTERS
- 167. CODE INSTRUCTIONS TO INTERCEPT ABNORMAL END OF JOBS (ABENDS)
- 168. CODE JOB CONTROL LANGUAGES
- 169. CODE JOB PARAMETER STATEMENTS
- 170. CODE MACRO
- 171. CODE SERVICE AID UTILITY PROGRAMS
- 172. CODE SYSTEM UTILITY PROGRAMS
- 173. CODE TELECOMMUNICATIONS INSTRUCTIONS TO ACCESS DATA SETS
- 174. COMPARE COMPILATION OR ASSEMBLY LISTINGS TO STANDARDS OR SPECIFICATIONS
- 175. COMPILE OR ASSEMBLE PROGRAMS
- 176. DEBUG COMPUTER PROGRAMS
- 177. DESIGN CARRIAGE CONTROL TAPES
- 178. DESIGN MAGNETIC MEDIA RECORDS
- 179. DESK CHECK PROGRAMS
- 180. DETERMINE CAUSES OF PROGRAM HALTS OR ABENDS
- 181. DETERMINE PROGRAM RUN TIMES
- 182. DEVELOP MODELS OR DUMMY DATA TO SIMULATE FUNCTIONAL REQUIREMENTS

183. DEVELOP PROGRAMMING AIDS SUCH AS QUICK REFERENCE TABLES
184. EXPLAIN ERROR PRINTOUTS TO CUSTOMERS
185. IMPLEMENT SYSTEM CHANGE PACKAGES OR EMERGENCY URGENT CHANGE PACKAGES (EUCP)
186. MODIFY OR UPDATE EXISTING COMPUTER PROGRAMS
187. MODIFY RESIDENT READER SPECIFICATIONS
188. PREPARE CONTROL PANEL WIRING DIAGRAMS
189. PREPARE CONTROL STATEMENTS TO MAINTAIN SYSTEMS LIBRARIES
190. PREPARE DETAILED FLOW CHARTS
191. PREPARE DOCUMENTATION FOR INDIVIDUAL PROGRAMS
192. PREPARE OR REVISE COMPUTER OPERATOR INSTRUCTIONS.
193. PREPARE PROGRAM TEST SPECIFICATIONS OR INSTRUCTIONS
194. PREPARE SYSTEMS CHANGE REQUESTS
195. PREPARE TROUBLE REPORTS, DIFFICULTY REPORTS (DIREP), OR EMERGENCY URGENT CHANGE REQUESTS (EUCR)
196. RECOMMEND CHANGES TO PROGRAM MAINTENANCE OR PROGRAM OPERATIONS MANUALS
197. REVIEW PROGRAM REQUIREMENTS
198. REVIEW PROGRAM SPECIFICATIONS
199. TEST COMPUTER PROGRAMS
200. TEST OCR OR OMR PROGRAMS
201. TEST OR DEBUG COMPILERS OR ASSEMBLERS
202. TEST PROGRAM AND SUB-SYSTEM INTERFACE
203. TRANSLATE OR CONVERT PROGRAMS WRITTEN IN ONE COMPUTER LANGUAGE TO A DIFFERENT COMPUTER LANGUAGE
204. UPDATE PROCEDURES LIBRARIES
205. WORK WITH CUSTOMERS IN PREPARATION OF DIREP, EUCR, OR TROUBLE REPORTS

- 206. ANALYZE DATA BASE REQUIREMENTS
- 207. ANALYZE EXISTING DOCUMENTATION TO DETERMINE ADP MODIFICATIONS
- 208. ANALYZE OR READ INTERCOMMUNICATIONS (INTERCOMM) SNAP DUMPS OR ABENDS
- 209. ANALYZE OR REVIEW SYSTEM TEST RESULTS
- 210. ANALYZE OUTPUT PRODUCTS OF OTHER FUNCTIONAL SYSTEMS FOR INTERFACE WITH EXISTING SYSTEMS
- 211. BRIEF FUNCTIONAL AREA PERSONNEL ON CAPABILITIES OF PROPOSED ADP SYSTEMS OR EQUIPMENT
- 212. COMPILE RECORDS OF SYSTEMS DESIGN ACTIVITIES SUCH AS MAN-HOURS EXPENDED
- 213. CONDUCT DESIGN ANALYSIS OR PROJECT TEAM MEETINGS
- 214. CONDUCT FINAL SYSTEM REVIEWS FOR USER APPROVAL
- 215. CONDUCT SYSTEMS DESIGN STATUS BRIEFINGS
- 216. DEFINE SYSTEMS INTERFACE OR INTEGRATION REQUIREMENTS
- 217. DESIGN APPLICATIONS DATA BASE
- 218. DESIGN AUDIT TRAILS
- 219. DESIGN DATA ELEMENTS OR CODES
- 220. DESIGN ERROR HANDLING ROUTINES
- 221. DESIGN FEEDBACK ROUTINES
- 222. DESIGN INPUT OR OUTPUT FORMATS SUCH AS CARD, PRINTED, OR MICROFORM REPORT FORMATS
- 223. DESIGN REMOTE TERMINAL NETWORKS
- 224. DETERMINE IMPACT OF SYSTEMS ERRORS
- 225. DETERMINE INTERRELATIONSHIPS AMONG FILES, DOCUMENTS, AND ITEMS

- 226. DETERMINE SYSTEMS INPUT OR OUTPUT REQUIREMENTS
- 227. DETERMINE TELEPROCESSING REQUIREMENTS
- 228. DEVELOP TAPE MANAGEMENT SYSTEMS
- 229. DEVELOP TIME PHASING DEVICES SUCH AS PROGRAM EVALUATION AND REVIEW TECHNIQUES (PERT) OR GANTT CHARTS
- 230. DRAW HIERARCHY PLUS INPUT-PROCESS-OUTPUT (HIPO) SOLUTIONS TO PROBLEMS
- 231. ESTABLISH OR UPDATE MASTER SCHEDULE FILES OF ALL SYSTEMS OR CYCLES
- 232. ESTABLISH OR UPDATE SYSTEM CATALOGS
- 233. ESTABLISH SYSTEM DESIGN COMPLETION DATES OR MILESTONES
- 234. ESTABLISH SYSTEM STUDY OBJECTIVES
- 235. ESTIMATE OPERATING TIME OF COMMUNICATIONS OR TELEPROCESSING REQUIREMENTS
- 236. ESTIMATE PROGRAMMING OR SYSTEMS REQUIREMENTS
- 237. EVALUATE FUNCTIONAL USER RETRIEVAL REQUESTS
- 238. EVALUATE PERFORMANCE HISTORY ON SPECIFIC JOBS
- 239. EVALUATE SYSTEMS CHANGE REQUESTS
- 240. GATHER SYSTEMS ANALYSIS BACKGROUND INFORMATION BY INTERVIEW
- 241. GATHER SYSTEMS ANALYSIS BACKGROUND INFORMATION BY OBSERVATION
- 242. GATHER SYSTEMS ANALYSIS BACKGROUND INFORMATION BY REVIEW OF SYSTEMS DOCUMENTATION
- 243. IDENTIFY AUDIT TRAIL REQUIREMENTS
- 244. IDENTIFY AUTODIN REQUIREMENTS
- 245. IDENTIFY PROGRAM EXECUTION TIMING FACTORS
- 246. MAINTAIN LISTS OF RECURRING SYSTEMS ERRORS

- 247. MAINTAIN OR REVIEW DIREP, EUCF, CR SYSTEMS ADVISORY NOTICES (SAN)
- 248. MODIFY SYSTEMS APPLICATIONS
- 249. PERFORM ECONOMICAL FEASIBILITY STUDIES
- 250. PERFORM OPERATIONAL FEASIBILITY STUDIES OF FUNCTIONAL REQUIREMENTS
- 251. PERFORM SOCIAL FEASIBILITY STUDIES
- 252. PERFORM SYSTEMS ADVISORY SERVICES OR EARLY WARNING NOTICES
- 253. PERFORM TECHNICAL FEASIBILITY STUDIES
- 254. PREPARE DATA PROCESSING COST REPORTS OR ESTIMATES
- 255. PREPARE ESTIMATES OF SYSTEM RUN TIME
- 256. PREPARE HARDWARE SYSTEM CONVERSION PLANS
- 257. PREPARE INPUT OR OUTPUT FILE SPECIFICATIONS
- 258. PREPARE MACHINE DEGRADATION OPERATING PROCEDURES
- 259. PREPARE OR REVISE PROGRAM MAINTENANCE MANUALS
- 260. PREPARE OR REVISE PROGRAM OPERATIONS MANUALS
- 261. PREPARE OR REVISE PROGRAM SPECIFICATIONS
- 262. PREPARE PLANS TO TEST HARDWARE INTERFACE
- 263. PREPARE PLANS TO TEST SOFTWARE INTERFACE
- 264. PREPARE PROJECT TURN-OVER BRIEFS
- 265. PREPARE RECOMMENDATIONS FOR SIZE AND CAPACITY OF PROPOSED ADP EQUIPMENT
- 266. PREPARE RECOMMENDATIONS FOR SIZE AND CAPACITY OF PROPOSED PCAM OR EAM EQUIPMENT
- 267. PREPARE SOFTWARE SYSTEM CONVERSION PLANS
- 268. PREPARE SYSTEM CHANGE PACKAGES FOR RELEASE OR IMPLEMENTATION

- 269. PREPARE SYSTEM DATA ANALYSIS SHEETS (CAS)
- 270. PREPARE SYSTEM DOCUMENT ANALYSIS AND DATA SHEETS
- 271. PREPARE SYSTEM FLOW CHARTS
- 272. PREPARE SYSTEM NARRATIVES
- 273. PREPARE SYSTEM OR PROGRAM DECISION LOGIC TABLES
- 274. PREPARE SYSTEM TEST DATA
- 275. PREPARE SYSTEM TEST PLANS
- 276. PREPARE SYSTEMS REQUIREMENTS
- 277. PREPARE SYSTEMS SPECIFICATIONS
- 278. PREPARE SYSTEMS USER MANUALS
- 279. PREPARE TEST ANALYSIS REPORTS
- 280. REPORT SYSTEM IMPLEMENTATION STATUS OF NEW SYSTEMS TO
OTHER AGENCIES
- 281. REVIEW CHANGES TO DATA BASE
- 282. REVIEW DATA AUTOMATION REQUIREMENTS
- 283. REVIEW DATA PROJECT DIRECTIVES
- 284. REVIEW DATA PROJECT PLANS
- 285. REVIEW OPERATIONAL PROGRAMS OR SYSTEMS FOR APPLICABILITY
OF NEW TECHNIQUES
- 286. REVIEW RECOMMENDATIONS FOR NEEDED DATA SYSTEMS EQUIPMENT
- 287. REVIEW REQUESTS FOR SYSTEM STUDIES
- 288. REVIEW SYSTEMS INTERFACE OR INTEGRATION REQUIREMENTS
- 289. REVIEW TECHNOLOGICAL DEVELOPMENTS IN COMMUNICATIONS OR
TELEPROCESSING
- 290. REVIEW TECHNOLOGICAL DEVELOPMENTS IN PROCESSING, STORAGE,
OR INFORMATION RETRIEVAL
- 291. RUN ACCEPTANCE TESTS ON ADP SYSTEMS

- 292. RUN MAN-MACHINE TESTS ON ADP SYSTEMS
- 293. RUN REGRESSION TESTS ON ADP SYSTEMS
- 294. RUN STRING TESTS ON ADP SYSTEMS
- 295. RUN UNIT TESTS ON ADP SYSTEMS
- 296. RUN VOLUME TESTS ON ADP SYSTEMS
- 297. SCHEDULE SYSTEM OR MANAGEMENT STUDIES
- 298. SELECT OR RECOMMEND MODES OF DATA TRANSMISSION
- 299. SELECT PROGRAMMING LANGUAGES FOR SYSTEMS APPLICATIONS
- 300. VERIFY PROBLEM STATEMENTS
- 301. ASSIGN CONTROL NUMBERS TO CLASSIFIED DOCUMENTS
- 302. AUTHORIZE OR DENY ACCESS TO RESTRICTED OR CONTROLLED AREAS
OR CLASSIFIED MATERIALS
- 303. CHANGE LOCK COMBINATIONS ON SAFES, VAULTS, OR CIPHER
LOCKS
- 304. CONDUCT SECURITY BRIEFINGS OR DEBRIEFINGS
- 305. CONDUCT SECURITY INSPECTIONS
- 306. DESANITIZE SITE OR EQUIPMENT UPON COMPLETION OF CLASSIFIED
PROCESSING
- 307. DESIGNATE CLASSIFIED MATERIAL FOR DESTRUCTION
- 308. DESIGNATE CLASSIFIED OR PRIVACY ACT MATERIAL
- 309. DETERMINE CLASSIFIED MATERIAL SECURITY REQUIREMENTS
- 310. DETERMINE CUSTOMER AUTHORIZATION TO ACCESS FILES REQUESTED
- 311. DETERMINE SECURITY CLASSIFICATION OF SELF-GENERATED
MATERIALS
- 312. DISTRIBUTE CLASSIFIED MATERIAL
- 313. ESTABLISH OR UPDATE FILE OF RECORDS OF CLASSIFIED
MATERIAL REVIEW BOARD

- 314. ESTABLISH OR UPDATE LISTINGS FOR CLASSIFIED JOBS
- 315. EVALUATE ADP SECURITY PROGRAMS
- 316. INSPECT CLASSIFIED MATERIAL
- 317. INVENTORY CLASSIFIED MATERIAL
- 318. MARK PRIVACY ACT INFORMATION
- 319. PLACE DOWNGRADING INSTRUCTIONS ON CLASSIFIED MATERIAL
- 320. PREPARE CLASSIFIED MATERIAL DESTRUCTION RECORDS OR REPORTS
- 321. PREPARE CLASSIFIED MATERIAL FOR MAIL, DELIVERY, OR DISTRIBUTION
- 322. PREPARE OR FILE LOCATOR SHEETS ON CLASSIFIED MATERIAL
- 323. PREPARE OR MAINTAIN LISTS OF PERSONNEL AUTHORIZED ACCESS TO OR USE OF ON-LINE DEVICES
- 324. PREPARE OR REVIEW SECURITY CLEARANCE REQUESTS
- 325. PREPARE OR REVIEW SECURITY PROCEDURES CHECKLISTS
- 326. PREPARE OR REVISE CLASSIFIED MATERIAL CONTROL LOGS
- 327. PREPARE OR REVISE CLASSIFIED MATERIAL DESTRUCTION PLANS
- 328. PREPARE OR UPDATE ACCESS LISTS TO RESTRICTED OR CONTROLLED AREAS OR CLASSIFIED MATERIAL
- 329. REPORT SECURITY VIOLATIONS
- 330. REVIEW CLASSIFIED MATERIAL DESTRUCTION PLANS
- 331. SECURE SITE OR EQUIPMENT FOR CLASSIFIED PROCESSING
- 332. STAMP SECURITY CLASSIFICATION ON MATERIALS
- 333. STORE OR SAFEGUARD CLASSIFIED MATERIAL
- 334. STORE OR SAFEGUARD PRIVACY ACT INFORMATION
- 335. ADMINISTER TRAINING TESTS OR EXAMINATIONS
- 336. CONSTRUCT TRAINING AIDS

- 337. DEFINE TRAINING REQUIREMENTS
- 338. DEVELOP COMPUTER DIRECTED TRAINING SYSTEM (CCTS) LESSONS
- 339. DIRECT OR IMPLEMENT CJT PROGRAMS
- 340. ESTABLISH OR MAINTAIN STUDY REFERENCE FILES
- 341. EVALUATE TRAINING METHODS, TECHNIQUES, OR PROGRAMS
- 342. GRADE TRAINING TESTS OR EXAMINATIONS
- 343. INSTRUCT OR TRAIN ADP PERSONNEL ON EMERGENCY OPERATING PROCEDURES
- 344. INSTRUCT OR TRAIN PERSONNEL IN ADMINISTERING CONTRACTS OR OPEN PURCHASE ORDERS
- 345. INSTRUCT OR TRAIN PERSONNEL IN CPU OPERATIONS
- 346. INSTRUCT OR TRAIN PERSONNEL IN HANDLING OF MAGNETIC MEDIA
- 347. INSTRUCT OR TRAIN PERSONNEL IN HANDLING OR STORING PUNCH CARDS
- 348. INSTRUCT OR TRAIN PERSONNEL IN PREPARING SUPPLY DOCUMENTS, SUCH AS REQUISITIONS, INVOICES, OR VOUCHERS
- 349. INSTRUCT OR TRAIN PERSONNEL IN PROGRAMMING TECHNIQUES
- 350. INSTRUCT OR TRAIN PERSONNEL IN TECHNIQUES OF SYSTEMS ANALYSIS
- 351. INSTRUCT OR TRAIN PERSONNEL TO OPERATE PERIPHERAL EQUIPMENT
- 352. INSTRUCT OR TRAIN PERSONNEL TO PERFORM OPERATOR MAINTENANCE ON ADP EQUIPMENT
- 353. PARTICIPATE IN CLASSROOM INSTRUCTION AS A STUDENT
- 354. PLAN OR SCHEDULE TRAINING PROGRAMS
- 355. PREPARE LESSON PLANS FOR MILITARY TRAINING
- 356. PREPARE OR UPDATE INDIVIDUAL TRAINING RECORDS
- 357. PREPARE TRAINING LECTURES

- 358. PREPARE TRAINING TESTS OR EXAMINATIONS
- 359. REVIEW TRAINING MATERIALS SUCH AS INSTRUCTOR GUIDES OR PLANS
- 360. TRAIN CUSTOMERS ON PROCEDURES SUCH AS TERMINAL OPERATIONS OR USE OF RETRIEVAL LANGUAGES
- 361. TRAIN PERSONNEL IN ADP SECURITY REQUIREMENTS
- 362. WRITE JOB PROFICIENCY GUIDES (JPG)
- 363. WRITE JUSTIFICATION FOR TRAINING FACILITIES, EQUIPMENT, PUBLICATIONS, OR MATERIALS
- 364. WRITE OR UPDATE TRAINING MATERIAL SUCH AS CURRICULUM, INSTRUCTOR GUIDES, OR PLANS
- 365. WRITE TRAINING REPORTS
- 366. ASSIGN SPACE FOR ADP EQUIPMENT OR SUPPLIES
- 367. BRIEF PERSONNEL ON SYSTEM CHANGES
- 368. CONDUCT OR PARTICIPATE IN STAFF MEETINGS
- 369. COORDINATE ALL DOWNTIME WITH MAIN SITE, OFFICE OF PRIMARY RESPONSIBILITY (OPR), AND REMOTE USERS
- 370. COORDINATE AUTODIN IN OR OUT PROCESSING
- 371. COORDINATE DATA AUTOMATION REQUIREMENTS
- 372. COORDINATE DATA PROJECT DIRECTIVES
- 373. COORDINATE DATA PROJECT PLANS
- 374. COORDINATE DEVELOPMENT SPECIFICATIONS
- 375. COUNSEL PERSONNEL ON PERSONAL OR MILITARY MATTERS
- 376. DETERMINE ACTION FOR ADP EQUIPMENT REPAIR OR REPLACEMENT
- 377. DETERMINE ADHERANCE TO RUN SCHEDULES
- 378. DETERMINE CURRENT OR PROJECTED PERSONNEL POSITION VACANCIES
- 379. DETERMINE DUTY ASSIGNMENTS FOR INCOMING PERSONNEL

- 380. DETERMINE IMPACT OF BUDGET CHANGES
- 381. DETERMINE RECOMMENDED ADP SITE FOR FIELD OPERATIONS
- 382. DETERMINE STOPPING POINT TO BEGIN PREVENTIVE MAINTENANCE
- 383. DEVELOP DIRECTIVES GOVERNING ADP EQUIPMENT USAGE
- 384. DEVELOP DIRECTIVES GOVERNING ADP SYSTEMS DEVELOPMENT
- 385. DEVELOP OR IMPROVE ADP WORK METHODS OR PROCEDURES
- 386. DIRECT MEDIA LIBRARY OPERATIONS
- 387. DIRECT SYSTEMS ANALYSIS OR PROGRAMMING ACTIVITIES
- 388. DRAFT OR WRITE AWARD RECOMMENDATIONS FOR SUBORDINATES
- 389. ESTABLISH OR UPDATE ADP VAN EQUIPMENT LOG BOOKS
- 390. ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES
- 391. EVALUATE ADEQUACY OF ADP REPORTS
- 392. EVALUATE ADHERENCE TO WORK SCHEDULES
- 393. EVALUATE ADMINISTRATIVE FORMS, FILES, OR PROCEDURES
- 394. EVALUATE ADP PERFORMANCE STANDARDS
- 395. EVALUATE BUDGET REQUIREMENTS
- 396. EVALUATE EMERGENCY PLANS
- 397. EVALUATE EQUIPMENT UTILIZATION
- 398. EVALUATE LAYOUT OF FACILITIES
- 399. EVALUATE PERFORMANCE HISTORY OF EQUIPMENT
- 400. EVALUATE SYSTEMS SPECIFICATIONS
- 401. EVALUATE WORK AREA FOR SPECIAL SAFETY GEAR REQUIREMENTS
- 402. IN-BRIEF OR OUT-BRIEF ON E AND A VISIT OBJECTIVES OR SURVEY RESULTS
- 403. INSPECT ADP FACILITIES FOR CLEANLINESS OR STATE OF REPAIR

- 404. INSPECT ADP WORK AREAS OR PERSONNEL FOR UNSAFE WORKING CONDITIONS
- 405. INSPECT BARRACKS FOR CLEANLINESS OR STATE OF REPAIR
- 406. INSPECT FIRE PROTECTION OR SAFETY EQUIPMENT FOR SERVICEABILITY
- 407. INSPECT LOG SHEETS FOR COMPLETENESS AND ACCURACY
- 408. INSPECT PERSONNEL FOR MILITARY APPEARANCE
- 409. INSPECT USER REMOTE OR RJE INSTALLATIONS
- 410. INTERPRET REPORTING REQUIREMENTS OR DIRECTIVES TO USING UNITS
- 411. INTERVIEW PERSONNEL TO FILL POSITION VACANCIES
- 412. INVESTIGATE CAUSES OF LOST, STOLEN, OR DAMAGED EQUIPMENT
- 413. INVESTIGATE PERSONAL INJURY OR NONPROPERTY ACCIDENTS OR INCIDENTS
- 414. MAKE RECOMMENDATIONS FOR ADP EQUIPMENT UPGRADE
- 415. MAKE WORK ASSIGNMENTS
- 416. MONITOR PREPARATION OF CORRESPONDENCE OR REPORTS
- 417. MONITOR REPORTS CONTROL SYMBOL (RCS) OR PRODUCT CONTROL NUMBER (PCN) REPORTING
- 418. PARTICIPATE IN ADMINISTRATIVE CONTRACTING OFFICE VISITS
- 419. PARTICIPATE IN AUTOMATED DATA SYSTEM (ADS) EVALUATION VISITS
- 420. PARTICIPATE IN DATA PROCESSING INSTALLATION (DPI) ADP MANAGEMENT EVALUATION VISITS
- 421. PARTICIPATE IN DPI PREINSTALLATION EVALUATION VISITS
- 422. PARTICIPATE IN PLANT REPRESENTATIVE OFFICE ASSISTANCE VISITS
- 423. PARTICIPATE IN SPECIAL ASSISTANCE TEAM VISITS

- 424. PERFORM POST-INSTALLATION INSPECTIONS OF NEW OPERATING SYSTEMS
- 425. PERFORM SHIFT TURNOVER PROCEDURES
- 426. PLAN FOR EQUIPMENT INSTALLATION
- 427. PLAN SAFETY PROGRAMS
- 428. PREPARE ACCEPTANCE TEST REPORTS
- 429. PREPARE ADP MANAGEMENT REPORTS
- 430. PREPARE DATA PROJECT DIRECTIVES
- 431. PREPARE DATA PROJECT PLANS
- 432. PREPARE E AND A VISIT REPORTS
- 433. PREPARE INCIDENT REPORTS (IR) OR CASUALTY REPORTS (CASREP) ON DOWN EQUIPMENT
- 434. PREPARE JUSTIFICATION FOR ACQUISITION OF ADP EQUIPMENT
- 435. PREPARE OR REVISE CONTINUITY OF OPERATIONS PLAN OR BACKUP AGREEMENTS
- 436. PREPARE OR UPDATE DUTY ROSTERS OR WATCH BILLS
- 437. PREPARE PERSONNEL WORK SCHEDULES
- 438. PREPARE RECOMMENDATIONS FOR CHANGES TO DATA AUTOMATIC REQUIREMENTS
- 439. PROVIDE INPUT TO DIRECTIVES GOVERNING ADP EQUIPMENT USAGE
- 440. PROVIDE INPUT TO DIRECTIVES GOVERNING ADP SYSTEM DEVELOPMENT
- 441. RECOMMEND CHANGES OR MODIFICATION TO MANPOWER DOCUMENTS
- 442. RECOMMEND COURSE OF ACTION CONCERNING PERSONNEL MANAGEMENT MATTERS SUCH AS PROMOTIONS, REDUCTIONS, OR TRANSFERS
- 443. RESEARCH PERSONNEL ADMINISTRATION POLICIES OR PROCEDURES
- 444. REVIEW ADP EQUIPMENT DAILY UTILIZATION LOGS
- 445. REVIEW ADP EQUIPMENT MAINTENANCE RECORDS

- 446. REVIEW ADP MANNING REPORT FOR PROPER UTILIZATION OF PERSONNEL
- 447. REVIEW ENLISTED PERFORMANCE EVALUATIONS
- 448. REVIEW JOB DESCRIPTIONS
- 449. REVIEW PROGRAM MAINTENANCE MANUALS
- 450. REVIEW PROGRAM OPERATION MANUALS
- 451. REVIEW SHIFT REPORTS
- 452. REVIEW SIGN IN OR SIGN OUT LOGS OF ADP PRODUCTS
- 453. REVIEW WORKLOAD PLANNING OR SCHEDULING DOCUMENTS
- 454. REVIEW, APPROVE, OR DISAPPROVE COMPLETED COMPUTER PROGRAMS
- 455. SCHEDULE EQUIPMENT OR FACILITIES MAINTENANCE
- 456. SCHEDULE EVALUATION AND ASSISTANCE (E AND A) VISITS
- 457. SCHEDULE LEAVE OR LIBERTY
- 458. SCHEDULE MAINTENANCE INSPECTIONS OF ADP EQUIPMENT
- 459. SUPERVISE MAINTENANCE OF ADP EQUIPMENT
- 460. SUPERVISE PERSONNEL HANDLING CLASSIFIED MATERIAL
- 461. SUPERVISE PERSONNEL OPERATING ADP EQUIPMENT
- 462. SUPERVISE PERSONNEL PERFORMING ADP SUPPLY DUTIES
- 463. SUPERVISE PERSONNEL PERFORMING NON-ADP DUTIES
- 464. SUPERVISE PERSONNEL PERFORMING PROGRAMMING DUTIES
- 465. SUPERVISE PERSONNEL PERFORMING SYSTEMS DUTIES
- 466. SUPERVISE SYSTEMS ANALYSIS AND DESIGN TEAMS
- 467. UPDATE WATCH, QUARTER, AND STATION BILLS
- 468. VERIFY CORRECTNESS OF BILLINGS FOR REPAIR, MAINTENANCE, OR RENT ON ADP EQUIPMENT
- 469. VERIFY CUSTOMER ENGINEER (CE) WORK DONE

- 470. WRITE BILLET OR JOB DESCRIPTIONS
- 471. WRITE CIVILIAN PERFORMANCE RATINGS OR SUPERVISORY APPRAISALS
- 472. WRITE OR DRAFT REQUESTS FOR BUDGET INCREASES
- 473. WRITE OR RECOMMEND ENLISTED PERFORMANCE EVALUATIONS OR PRO AND CON MARKS
- 474. WRITE PERSONAL INJURY OR NONPROPERTY ACCIDENT OR INCIDENT REPORTS
- 475. WRITE SURVEYS OR INVESTIGATION REPORTS ON LOST, STOLEN, OR DAMAGED EQUIPMENT
- 476. CONDUCT OR WRITE STAFF STUDIES
- 477. DESIGN LOCAL FORMS OR SERVICE DOCUMENTS
- 478. DETERMINE CONTENT OF OR MAINTAIN BULLETIN BOARDS
- 479. DEVELOP OR MAINTAIN STATUS BOARDS, GRAPHS, OR CHARTS
- 480. DISTRIBUTE INFORMATIONAL MATERIAL SUCH AS SAFETY OR VOTING PAMPHLETS
- 481. DRAFT CORRESPONDENCE SUCH AS LETTERS, MESSAGES, OR DISPOSITION FORMS (DF)
- 482. EDIT REPORTS
- 483. ESTABLISH OR UPDATE FILES OF CONSOLE PRINTOUTS
- 484. ESTABLISH OR UPDATE TECHNICAL PUBLICATIONS LIBRARIES
- 485. FILL OUT WORK REQUESTS OR WORK ORDERS FOR FACILITIES MAINTENANCE
- 486. MAINTAIN DIVISION OFFICERS' NOTEBOOK
- 487. MAINTAIN FUNCTIONAL FILES INCLUDING SOP
- 488. MAINTAIN POST-TENANT SUPPORT AGREEMENT FILES
- 489. MAINTAIN LOGS SUCH AS PASS DOWN LOGS (PDL) OR WORK COMPLETED LOGS
- 490. POST FIRE EVACUATION ROUTES OR PROCEDURES

- 491. PREPARE ADP MOBILIZATION PLANS
- 492. PREPARE ACP SUPPORT INPUT FOR HOST-TENANT AGREEMENTS
- 493. PREPARE BILLS FOR DATA PROCESSING SERVICES
- 494. PREPARE EMERGENCY OR DISASTER PLANS
- 495. PREPARE INPUT TO UNIT HISTORY
- 496. PREPARE LETTERS OF DISCONTINUANCE OR RELEASE OF ADP EQUIPMENT
- 497. PREPARE LETTERS OF INSTALLATION OR ACCEPTANCE OF ADP EQUIPMENT
- 498. PREPARE MACHINE UTILIZATION REPORTS
- 499. PREPARE MAN-HOUR ACCOUNTING DOCUMENTS
- 500. PREPARE OR REVISE SOP SUCH AS SUPPLY, SECURITY, ADP, FIRE, OR ADMINISTRATION
- 501. PREPARE PROJECT STATUS REPORTS
- 502. PREPARE REQUESTS FOR INVESTIGATION OF LOST, STOLEN, OR DAMAGED EQUIPMENT
- 503. REPRODUCE COPIES OF DOCUMENTS USING OFFICE COPY MACHINES
- 504. REVIEW OR FORWARD ACCIDENT OR INCIDENT REPORTS
- 505. REVIEW SOP
- 506. SCHEDULE CONFERENCES, MEETINGS, OR LECTURES
- 507. SCREEN OR ROUTE CORRESPONDENCE, PUBLICATIONS, OR INSTRUCTIONS
- 508. TYPE CORRESPONDENCE OR FORMS
- 509. ADMINISTER COMPLIANCE WITH CONTRACTS
- 510. ADMINISTER DELIVERY OF OPEN PURCHASE ORDERS
- 511. CANCEL REQUISITIONS
- 512. CLOSE OUT OR DISTRIBUTE OPEN PURCHASE CONTRACT ORDERS

- 513. COMPUTE ACP EQUIPMENT LEASE CHARGES
- 514. CONFIRM CONTRACT TERMS SUCH AS DELIVERY DATE, PRICE, OR QUANTITY
- 515. DETERMINE METHOD OF OPEN PURCHASES
- 516. DETERMINE MODIFICATIONS OR AMENDMENTS TO CONTRACTS
- 517. DETERMINE OR ESTABLISH STOCKAGE REQUIREMENTS OF SUPPLIES
- 518. DETERMINE VENDORS TO RECEIVE CONTRACTS
- 519. DISPOSE OF EXCESS OR UNSERVICEABLE TOOLS, SUPPLIES, OR EQUIPMENT
- 520. ESTABLISH OR UPDATE INVENTORY OR STOCK CONTROL RECORDS
- 521. ESTABLISH PROCEDURES FOR EQUIPMENT MAINTENANCE AND CONTRACTUAL SUPPORT
- 522. EVALUATE BIDS, QUOTATIONS, OR PROPOSALS FOR AWARDS
- 523. EVALUATE PROCEDURES FOR STORAGE, INVENTORY, OR INSPECTION OF PROPERTY ITEMS
- 524. EVALUATE USE OF SUPPLIES FOR ECONOMY OF MANAGEMENT
- 525. FURNISH PURCHASING INFORMATION TO VENDORS OR CUSTOMERS
- 526. INSPECT SUPPLIES OR EQUIPMENT
- 527. INVENTORY CONTROLLED EQUIPMENT
- 528. INVENTORY TOOLS, SUPPLIES, OR EQUIPMENT
- 529. ISSUE TOOLS, EQUIPMENT, OR SUPPLIES
- 530. LOAD OR UNLOAD TOOLS, SUPPLIES, OR EQUIPMENT
- 531. NEGOTIATE CONTRACTS OR MODIFICATIONS TO CONTRACTS
- 532. NEGOTIATE PURCHASING TERMS WITH SALESMAN
- 533. PACK OR UNPACK SUPPLIES OR EQUIPMENT
- 534. PICK UP PARTS, TOOLS, OR SUPPLIES
- 535. PREPARE ACP SUPPLIES FOR FIELD OPERATIONS

- 536. PREPARE CREDIT OR DAMAGE CLAIMS
- 537. PREPARE OR DISTRIBUTE PROCUREMENT DOCUMENTS SUCH AS PURCHASE ORDERS OR CONTRACTS
- 538. PREPARE OR MAINTAIN FILES OF HAND RECEIPTS
- 539. PREPARE OR PROCESS OUTPUT MEDIA FOR SALVAGE OR RECYCLING
- 540. PREPARE SUPPLY DOCUMENTS SUCH AS REQUISITIONS, INVOICES, OR VOUCHERS
- 541. PREPARE VENDOR INVOICE CERTIFICATIONS
- 542. PURCHASE SUPPLIES WITH IMPREST FUND
- 543. RECEIVE AND RECEIPT FOR SUPPLIES OR EQUIPMENT
- 544. REPORT EXCESS OR UNSERVICEABLE TOOLS, SUPPLIES OR EQUIPMENT
- 545. RESEARCH STATUS OF PURCHASE ORDERS
- 546. REVIEW ADP EXCESS OR AVAILABILITY BULLETINS FOR AVAILABLE EQUIPMENT
- 547. REVIEW CREDIT OR DAMAGE CLAIMS
- 548. REVIEW PROCUREMENT DOCUMENTS
- 549. STORE SUPPLIES OR EQUIPMENT
- 550. TURN IN EXCESS OR UNSERVICEABLE PARTS, SUPPLIES OR EQUIPMENT
- 551. UPDATE LISTS OF DEBARRED OR SUSPENDED VENDORS
- 552. VERIFY VALIDITY OF SUPPLY REQUESTS
- 553. CLEAN OR FIELD DAY BARRACKS OR WORK FACILITIES
- 554. CLEAN WEAPONS
- 555. CONDUCT OR MONITOR ACTIVITY FIRE DRILLS
- 556. CONDUCT ORIENTATION BRIEFINGS OF NEWLY-ASSIGNED PERSONNEL
- 557. DRIVE SEVAN TYPE VEHICLES (MILITARY OR COMMERCIAL)

- 558. DRIVE TACTICAL VEHICLES
- 559. ESCORT PRISONERS
- 560. ESCORT VISITORS OR TECHNICAL REPRESENTATIVES
- 561. EXECUTE MORNING OR EVENING COLORS
- 562. MAINTAIN AREA FIRST AID KITS OR MEDICAL SUPPLIES
- 563. MAINTAIN DAMAGE CONTROL EQUIPMENT IN ASSIGNED SPACES
- 564. PARTICIPATE IN GENERAL DRILLS OR ALERTS
- 565. PARTICIPATE IN RIFLE RANGE DETAILS
- 566. PARTICIPATE IN WORKING PARTIES OR FATIGUE DETAILS
- 567. PARTICIPATE ON ADVISORY BOARDS OR COMMITTEES
- 568. PERFORM OPERATOR'S BEFORE, DURING, OR AFTER OPERATION CHECKS OR SERVICES ON VEHICLES
- 569. POST ADP VEHICLE AND VEHICLE EQUIPMENT LOG BOOKS
- 570. PREPARE ADP VANS FOR OPERATION
- 571. RECORD OR REPORT VEHICLE DISCREPANCIES TO DISPATCHER OR SUPERVISOR
- 572. SECURE ADP EQUIPMENT IN VANS FOR MOVEMENT
- 573. SET UP ADP VANS AT SITES
- 574. SPONSOR INCOMING PERSONNEL
- 575. STAND INSPECTIONS
- 576. STAND WATCH DUTY OR EXTRA DETAILS SUCH AS PHONE WATCH, DUTY NCO, OR ASSISTANT DUTY NCO
- 577. TESTIFY OR OBSERVE AT COURTS-MARTIAL OR NONJUDICIAL PUNISHMENT

NOW THAT YOU HAVE FOUND ALL THE TASKS THAT YOU PERFORM IN YOUR
PRESENT BILLET AND HAVE FILLED IN THE APPROPRIATE CIRCLES,
READ THE FOLLOWING INSTRUCTIONS ON HOW TO TIME RATE THE
TASKS YOU PERFORM.

PART II - TASK SECTION (CONTINUED)

INSTRUCTIONS FOR TIME RATING THE TASKS YOU HAVE INDICATED YOU PERFORM

YOU ARE NOW READY TO TIME RATE EACH TASK THAT YOU HAVE MARKED THAT YOU CURRENTLY PERFORM. TO RATE THE RELATIVE AMOUNT OF TIME SPENT ON EACH TASK, YOU MUST FIRST DECIDE HOW MUCH TIME YOU SPEND ON EACH TASK. THEN COMPARE THIS TIME WITH THE AMOUNT OF TIME SPENT ON EACH OF THE OTHER TASKS THAT YOU HAVE CHECKED.

RECORD THE RELATIVE TIME SPENT FOR EACH TASK THAT YOU HAVE MARKED USING THE "SEVEN-POINT" TIME SPENT SCALE SHOWN BELOW.

TIME SPENT

1. VERY LITTLE
2. BELOW AVERAGE
3. SLIGHTLY BELOW AVERAGE
4. AVERAGE
5. SLIGHTLY ABOVE AVERAGE
6. ABOVE AVERAGE
7. VERY MUCH

REMEMBER, IF YOU SPEND VERY MUCH TIME PERFORMING A PARTICULAR TASK IN COMPARISON TO OTHER TASKS YOU PERFORM, THE TASK SHOULD BE RATED A 7 (VERY MUCH) IN THE RESPONSE BOOKLET. THE FOLLOWING EXAMPLES WILL SHOW YOU HOW TO MARK YOUR RESPONSES. THE FIRST TASK WAS DONE VERY MUCH. THE SECOND TASK WAS NOT CHECKED OR TIME RATED BECAUSE IT WAS NOT PERFORMED. THE THIRD TASK WAS RATED AS BEING PERFORMED BELOW AVERAGE.

TIME SPENT

1. VERY LITTLE
2. BELOW AVERAGE
3. SLIGHTLY BELOW AVERAGE
4. AVERAGE
5. SLIGHTLY ABOVE AVERAGE
6. ABOVE AVERAGE
7. VERY MUCH

E X A M P L E S

QUESTION BOOKLET

RESPONSE BOOKLET

TASK DONE

0001 TASK
0012 TASK
0035 TASK



0 0 0 1	1 2 3 4 5 6 7
0 0 1 2	1 2 ● 4 5 6 7
0 0 3 5	1 2 3 4 5 ● 7

TURN BACK TO PAGE 5 OF THE RESPONSE BOOKLET AND RECORD THE RELATIVE TIME SPENT FOR EACH TASK THAT YOU HAVE MARKED.

AGAIN, DO NOT TIME RATE TASKS YOU DO NOT PERFORM. DO NOT DARKEN MORE THAN ONE NUMBER FOR ANY TASK THAT YOU RATE.

AFTER YOU HAVE COMPLETED PART II YOU MAY CONTINUE ON TO PARTS IV AND V.

PART IV & V - WRITE-IN/REMARKS SECTIONS

INSTRUCTIONS FOR SECTIONS IV AND V OF THE RESPONSE BOOKLET:

THESE SECTIONS ASK FOR HAND WRITTEN COMMENTS, RECOMMENDATIONS AND SUGGESTIONS ABOUT YOUR TRAINING, MOS, AND JOB. YOU MUST WRITE ON THE TOP OF PAGE 15 YOUR RANK AND BILLET MOS.

HANDWRITTEN COMMENTS AND RECOMMENDATIONS RECEIVED FROM MARINES WHO HAVE PARTICIPATED IN SIMILAR SURVEYS HAVE BEEN EXTREMELY VALUABLE FOR PERSONNEL AND TRAINING MANAGERS. YOUR PARTICIPATION IN PROVIDING "FEEDBACK" TO THE MARINE CORPS ABOUT YOUR TRAINING, YOUR JOB, AND THIS QUESTIONNAIRE IS ENCOURAGED AND GREATLY APPRECIATED.

X X X X X X X X X X X

WHEN YOU HAVE COMPLETED THESE FINAL 2 SECTIONS, RETURN YOUR QUESTIONNAIRE AND RESPONSE BOOKLET TO THE ADMINISTRATOR.

THANK YOU FOR YOUR TIME AND PARTICIPATION IN THIS SURVEY. YOU CAN BE ASSURED THAT THE INFORMATION PROVIDED BY YOU, ALONG WITH YOUR PERSONAL COMMENTS AND RECOMMENDATIONS, WILL BE KEPT CONFIDENTIAL AND WILL BE USED TO IMPROVE THE MANPOWER AND TRAINING ASPECTS OF THE MARINE CORPS.